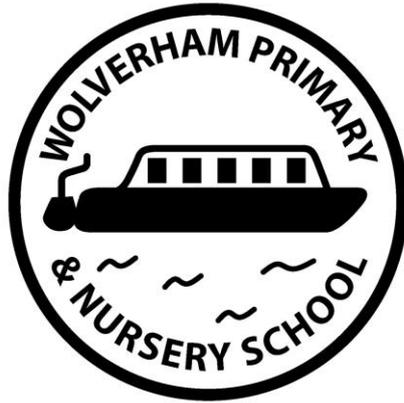


Wolverham Primary and Nursery School



PROMOTING SAFE SCHOOLS

Safer Recruitment and Selection Policy

For the appointment of **School Based Staff and Volunteers**

September 2017

Review date Autumn 2020

LIST OF APPENDICES

APPENDIX 1	Recruitment and selection checklist
APPENDIX 2	Recruitment and selection policy
APPENDIX 3	Advertisement response form
APPENDIX 4	Person specification pro-forma
APPENDIX 5	Reference Request pro-forma
APPENDIX 6	Letter to Governors confirming details of shortlisting meeting
APPENDIX 7	Shortlisting summary form
APPENDIX 8	Letter to other LAs for appointment of Heads and Deputy Heads
APPENDIX 9	Minutes of the shortlisting/preparation for interview meeting
APPENDIX 10	Invitation to Interview sample letter
APPENDIX 11	Verification of qualifications pro-forma
APPENDIX 12	Interview Assessment Form
APPENDIX 13	Format for minutes of the interview to appoint to appoint Heads or Deputy Heads
APPENDIX 14	Format for minutes of Governors Ratification meeting
APPENDIX 16	Single central record of recruitment and vetting checks pro-forma

Please note that where pro-forma's or suggested formats are included as appendices their use is not mandatory, they are included as examples.



Recruitment and Selection Policy

1. Purpose

The purpose of this document is to set out Wolverham Primary and Nursery School's policy in relation to the recruitment and selection of staff.

Cheshire West and Cheshire and its schools are committed to raising standards, (keeping children safe) safeguarding and promoting the welfare of children and to equality of opportunity in employment. We aim to promote these values through fair recruitment policies and practices that ensure appointment on merit, rigorous background checking and encourage applications from all sections of the community.

2. Scope

The principles set out in this policy apply to all appointments made once a decision to recruit has been taken.

3. Policy Statement

Wolverham Primary and Nursery School recognises the need to recruit the best possible staff to all posts. We are also mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.

Wolverham Primary and Nursery School will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

All appointees will be subject to a range of safer employment checks including:

- Appropriate references
- A Disclosure and Barring Service check
- Qualification certificates checks
- Proof of Right of Work eligibility
- Medical clearance
- Disqualification checks

4. Principles

Our Policy is founded on the following key principles

- ✓ Prior to a decision to recruit, all posts will be subject to a review which will cover the need for the post, the duties and responsibilities as set out in the job description and the skills and attributes required by the person appointed.
- ✓ Staff will be appointed on merit
- ✓ The process of selection will conform to all legal requirements and will reflect the need to safeguard children and young people and promote their welfare.
- ✓ The process of selection will be open and accountable taking account of the right to confidentiality of individual applicants.
- ✓ Managers involved in appointing staff will have the appropriate skills and experience for the task.

5. Recruitment and Selection Training

To support the principles of fair recruitment and selection in practice, individuals involved in the process will receive training which will include the technical skills required to prepare and review job descriptions and person specifications as well as interview and decision making techniques which will build competence in relation to child protection and promoting diversity and encouraging equality of opportunity.

References

Wherever possible references will be taken up on all shortlisted candidates prior to interview. Any issues identified will be explored further with the referee and / or the candidate at interview. References on behalf of the school will only be provided by the Headteacher.

ADVERTISING THE VACANCY

The advertisement for the vacancy is a public statement and a visual representation of the Authority and School. It should be designed to attract suitable applicants to the post in the most cost effective way.

For the appointment of Head teachers or Deputy Head teachers the position must, at the very least, be advertised in a printed publication circulating throughout England and Wales. It is recommended that the advert should be placed on the CWAC teachers' vacancy website and externally.

For primary schools buying the Headship support package from the Schools Governance Team adverts should be sent by e-mail to the Governance Team.

Teaching vacancies should also be advertised on the CWAC teachers' vacancy website and support staff posts on the internal staff news and vacancies.

“Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes”.

All applicants must also be advised that:

“The holder of this post will be required to work with children under the age of 18 in a position of trust, and is, therefore, exempt from the Rehabilitation of Offenders Act 1974. The successful candidate will be subject to an enhanced DBS check” and disqualification disclosure checks.

NOTIFICATION OF VACANCY – HEADS AND DEPUTIES

Community, Voluntary Controlled and Community Special Schools only:

Whenever a vacancy or prospective vacancy occurs in the post of Head Teacher or whenever the Governing body decides to recruit a new or replacement Deputy Head Teacher, the following process applies:

- On receipt of the formal resignation, the full governing body must ratify the decision to appoint a replacement. The Chair of Governors must then notify the LA of the vacancy in writing.
- The Adviser/LA will inform the Director of Children Services and an appropriate Director's Representative will be identified.
- The Adviser/LA will contact the Chair of Governors and agree support available and required

FORMATION OF THE SELECTION PANEL

Interview Panel

Interviews will be conducted with at least 3 people. At least one member of the panel will have undertaken and passed Safer Recruitment Training.

Interview panels will have the flexibility to explore safeguarding or other appropriate issues specific to an individual candidate's application. The panel should not therefore agree in advance a list of set questions for candidates from which they will not deviate, but should agree common questions they will ask all candidates relating to the requirements of the post, and the issues (if any) they will explore with each candidate individually based on the information provided in that candidate's application and references.

A candidate's response to any question about an issue will determine whether any supplementary questions may be asked.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees (and it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work).

SELECTION PANEL FOR HEADS AND DEPUTIES

Where it is decided to recruit a Head or Deputy, the Governing Body should appoint a Selection Panel which:

- has at least three members, and a recommended maximum of seven – if membership falls below three then the Selection Panel ceases to have any status in law.
- covers the varied interests, expertise and representation of Governors and also the need to avoid too large a panel. As far as possible the panel should be gender balanced and include underrepresented groups e.g. disabled or ethnic minorities.

It is suggested that the Chair of the Governors should chair the Selection Panel and should act as Lead Officer for the process.

Once the composition of the panel is agreed, this should not be changed part way through the process, in order to ensure consistency throughout. If, in exceptional circumstances, it is necessary for a governor to withdraw after shortlisting, then no replacement should be sought.

The Selection Panel will recommend their chosen candidate to the full Governing Body at the end of the process.

The Director of Children's Services or her Representative is entitled to attend all proceedings of the Governing body and it's Selection Panel for the purpose of giving advice and is under a duty to offer

such advice as he considers appropriate. Any advice given must be considered by those concerned before a decision is made.

SELECTION PANEL FOR OTHER STAFF

The Education Act allows governing bodies to delegate the appointment of other teaching posts and support staff posts to the Head teacher or one or more Governors with the head teacher. It is recommended that the Selection Panels for appointments other than Heads and Deputies should be determined by the Head teacher taking account of responsibilities of the post and the line management structure within the school. Such a Selection Panel should be granted authority by the governing body to select the shortlist, interview applicants and make an appointment.

APPLICATION FORM

The school will use the CWAC application form to obtain a common set of core data from all applicants. It will not accept or read curriculum vitae drawn up by applicants in place of an application form.

JOB DESCRIPTION AND PERSON SPECIFICATION

A job description and person specification should be prepared for every vacancy. For existing posts, the current job description should be reviewed to ensure that it remains up to date and accurate taking account of changes to support Workforce Reform or the school staff structure.

Job Description

The job description should be prepared by the head teacher, For teaching staff it must be based on the Statutory School teachers Pay and Conditions Document (STPCD) and should be an accurate reflection of the job a person is expected to do although it should not be a list of every task to be undertaken. It should allow for some flexibility and change as required.

The document should outline the main purpose/function of the job together with a concise list of the main duties including the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.

Person Specification

The Person Specification lists the knowledge, skills, experience and qualities / characteristics required to perform the job as written in the job description. It specifies the requirements which are essential, i.e. without which the person would be unable to do the job and those which are desirable, i.e. could be obtained by training/experience but would be available in an "ideal" candidate. It also details the criteria against which candidates will be assessed during the shortlisting and interview stages. It should identify where the evidence of these criteria is expected to be found e.g. application form / interview / presentation / reference.

REFERENCES

References will always be sought and obtained directly from the referee. For school references they will only be accepted by the Head teacher or a member of the leadership team of the school. The person conducting the recruitment decides whether to accede to a candidate's request to approach his/her current employer only if s/he is the preferred candidate after the interview, but it is not recommended as good practice.

References will normally be requested prior to interview. If a reference has not been obtained on the preferred candidate before interview, the headteacher/chair of Governors will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

Where there are serious concerns about the content of the references, advice will be sought from the schools personnel provider.

Oral references will not be sought or accepted, and arrangements to receive references e.g. by fax should be confidential.

Head teacher appointments only

For a Headship one of the references must be from the appropriate Director of Children's Services. If the applicant is employed in the private education sector a reference should be obtained from the Chair of Governors or the person in the Senior managerial position. For Primary Schools this request will be addressed to the Governance Team who will need to liaise with the School's Adviser. For a Deputy Headship one of the references must be from the applicant's current or latest head Teacher. In an Aided School the panel may wish to make their own arrangements for written pastoral references. Second references should be obtained from the second referee as detailed on the application form.

OTHER CHECKS BEFORE INTERVIEW

If a short listed applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

INFORMATION TO PROSPECTIVE APPLICANTS

Information Pack to Candidates/available to be sent via email/viewed on school website

A pack of information to applicants will be available for advertised vacancies. The contents of the pack will vary depending on the nature of the post, but will contain the following information

- An application form
- Job Description and Person Specification
- Rehabilitation of offender's form
- Any enclosures about the school
- Child Protection Statement or Child Protection Policy

For senior appointments a letter from the Chair of the Selection Panel will be appropriate as well as details of the selection process. Advice on the applicant pack for heads and Deputies can be obtained as part of the support package from the Governance Team or the Advisory Service.

No details of the process should be sent out or made public until the advert has appeared in the external publication e.g. TES or CWAC website. It is important to ensure that nothing is done which may be seen to be of advantage to internal candidates.

THE SELECTION PANEL

The selection panel formed at the beginning of the process should both shortlist and interview candidates.

The selection panel should refer to the person specification and job description throughout the whole process of recruitment and selection.

Employment of applicants with a criminal conviction

As these posts are covered by the Exemption Order of the Rehabilitation of Offenders Act 1974, applicants are asked to declare on the Rehabilitation of Offenders form whether or not they have an unspent or spent conviction. Administrative arrangements should be in place to share this information with the Chair of the Selection Panel who can take it into account when determining candidate's suitability for interview.

In some situations, it will be obvious that a conviction makes it impossible for the candidate to be appointed, therefore interviewing should not be contemplated and the applicant should be advised to that affect.

However, there may be some types of conviction which fall into a grey area and in this event, it would be acceptable to interview the candidate if they fit the shortlisting requirements and discuss the conviction with them at the end of the interview. Advice will be sought from HR immediately.

Applications from out of County for Head, Deputy and Assistant Head teacher posts

If any applications are received from applicants outside of Cheshire for the above categories of post, the letter shown in Appendix 8 should be sent to the Director of Children's Services.

LA Representations

In the case of Head teacher and Deputy appointments, the Chair of the Selection Panel must send the details of the shortlisted candidates to the LA via the Governance Team or School Adviser as appropriate.

The LA has the right to make representations on any candidate that they would have concerns about were they to be successful in being appointed to the post. Such recommendations must be made by the LA within 7 days of being advised of the Selection Panels proposed shortlist for interview.

Keeping records

It is important that the rationale for shortlisting candidates for any post is recorded. The Shortlisting Summary form (Appendix 7) should be used for this purpose. In the case of the appointment of a Head teacher or Deputy Head teacher, the deliberations of the governing body also need to be recorded. Minutes of the Shortlisting / Preparation for Interview meeting should be prepared and a suggested format is contained in Appendix 9.

Documentation relating to shortlisting needs to be specific and the analysis of candidates should be kept for a minimum period of six months after the appointment has been made.

Invitation to interview

Applicants who are successfully shortlisted should be invited for interview (sample letter in Appendix 10), and should be asked if they have any special needs which need to be planned for during the selection process. If there is any difficulty with providing facilities the advice of County Personnel should be sought.

All shortlisted applicants for all posts should be asked to bring with them proof of identity, qualifications and eligibility to work in the UK.

The invitation should stress that the identity of the successful candidate will be checked thoroughly to ensure the person is who he or she claims to be, and that the person will be required to complete an application for a DBS Disclosure straight away and a disqualification check.

Consequently all candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, e.g.

- Passport or Driving Licence
- Original Birth Certificate
- Marriage Certificate or duplicate certificate if name different
- National Insurance Number
- A document such as a utility bill or financial statement that shows the candidate's current name and address
- Change of name documentation
- Work permit

Visits

Depending on the position of the job in the school structure, schools may wish to arrange for candidates to visit as part of the selection process. This can be either a formal or informal visit, but the candidate pack will have to provide candidates with the necessary details.

Involving Pupils

Involving pupils in the recruitment and selection process in some way or observing short listed candidates' interaction with pupils is common, and recognised as good practice. There are different ways of doing that. For example, candidates for teaching posts might be asked to teach a lesson: short listed candidates might be shown round the school by pupils and a governor or senior member of staff, and/or meet with pupils and staff.

Interviews

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- attitudes to use of authority and maintaining discipline

Interview Questions

The Selection Panel will need to agree together:

- A range of questions based on the requirements of the job description and person specification which are designed to elicit the evidence on which to judge how well candidates meet those requirements. Questions must not be discriminatory with regard to sex, marital status, race or ethnic origin, disability, religion (but see below), age, sexual orientation or political belief.
- Who will ask which questions and in what order.
- An expected range of answers for each question.
- The mechanisms for coming to a decision e.g. will the interview answers be scored? How much weight should be given to a presentation/other practical exercises compared to the interview? Those aspects in the Person Specification, which are most important in performing the job, should normally score the highest. A mechanistic scoring method should not be substituted, however, for a thorough discussion of the comparative merits of each candidate.

Each interviewee should be treated equitably by asking each candidate a set of core questions but asking further probing questions. These might be to explore further the candidates' answer or if insufficient, inadequate or contradictory responses are made. Individual questions will also be appropriate where there are unique issues arising from the details on a particular candidate's application form or reference.

Each member of the selection panel should record their comments on the interviewee's responses on an Interview Assessment form such as that shown in Appendix 12.

Interviews

The Chair of the Selection Panel should welcome the interviewees and introduce them to the Panel and explain the way that the interview is to be conducted.

If a candidate has declared a criminal conviction, spent or unspent this should be explored with the candidate. For the appointment of Heads and Deputies in Primary schools, the Panel will be informed by the Governance Team of any relevant disclosures.

When interviewing candidates who have declared themselves disabled, interviewers should, at the end of the interview, explain that the authority, as an equal opportunities employer, needs to know if the candidate requires any special aids or adaptations to enable them to carry out the duties of the post.

For each candidate, the Panel **must** ensure that verification of identity and qualifications has been undertaken.

The Panel should not discuss candidates between interviews but should take brief notes and assessments to inform the discussion which takes place after all the interviews are completed.

After the interviews have been concluded the Selection Panel should discuss the performance of the interviewees in relation to the requirements of the job.

In the case of the appointment of a Head teacher, Minutes of the Interview process should also be produced. A suggested format for Primary schools is contained in Appendix 13.

Ratification of Decision to Appoint a Head or Deputy

The full Governing Body must meet as soon as possible, ideally at the conclusion of the interviews, to ratify the decision of the Selection Panel to appoint a Head or Deputy. Minutes of the Governors' ratification meeting should be made using the format in Appendix 14.

Heads and Deputies in all schools

The LA cannot prevent the appointment of a Head Teacher / Deputy Head Teacher or Teacher if the selection panel's recommendation is endorsed by the full governing body. Nor will it normally refuse to appoint a teacher selected by a school. However the Governors must take into account the legal requirements of the Teaching Regulations concerning qualifications, health and physical capacity and fitness on education and other grounds when making a recommendation. In rare cases where a Governing body choose to appoint against the advice of the LA, that advice will be brought to the attention of the selection panel at the time and followed up later in writing.

The Local Authority must refuse to appoint a person who does not meet the requirements of the regulations if they are nominated for appointment by the governing body of a community, community special or voluntary controlled school.

Notifying the decision to candidates

The Chair of the Selection Panel is responsible for notifying, after ratification, the successful and unsuccessful applicants. Feedback to unsuccessful candidates should be offered and undertaken by the appropriate Panel member. For Head Teacher and Deputy Head Teacher posts this will normally be the Director's Representative who was present at time.

An offer of appointment to the successful candidate should be conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received)
- verification of the candidate's identity (if that could not be verified straight after the interview) This should include checking of the documents set out at Appendix 15
- an enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications (if not verified after the interview). Remember that if original documents are not available, a properly certified copy should be seen
- Disqualification disclosure check

- verification of professional status where required e.g. GTC registration, QTS status or falls within one of the special categories specified in the Education (specified Work and Registration) (England) Regulations 2003, NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (for support staff posts where the candidate has no previous local government employment) satisfactory completion of the probationary period
- verification of the right to work in the UK

The school should seek advice from its personnel provider, and follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks should be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations); and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided

Checks on staff who have lived outside the United Kingdom

Newly appointed staff who have lived outside the United Kingdom must undergo the same checks as for all other staff. This includes a DBS Disclosure.

However DBS Disclosures will not normally show offences committed by individuals whilst living abroad. Therefore, in addition to a DBS check, the School's HR dep should undertake additional checks such as obtaining certificates of good conduct from relevant embassies or police forces. These checks must be completed prior to the individual starting work or volunteering.

Where an applicant is from or has lived in a country where checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK but with no means of obtaining relevant information, schools must take extra care in taking up references and carrying out other identity checks. Additional references should be sought and references followed up by phone as well as in written form.

Starting work pending a DBS disclosure

Ideally, a DBS Disclosure should be obtained before an individual begins work. It **must** be obtained as soon as practicable after the individual's appointment and the request for the DBS Disclosure should be submitted before the person starts work. Head teachers have discretion to allow an individual to start work within their school pending receipt of a DBS Disclosure if the delay in receiving the check could result in a risk to the health & safety of children because of recruitment difficulties; provided that other pre-employment checks (including Barred list check) have been carried out and a risk assessment formally recorded.

Appropriate supervision for individuals who start work prior to the result of a DBS Disclosure being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry.

For all staff who start work without completed DBS Disclosures, the nature of the additional supervision should be specified and the role of staff undertaking the supervision spelt out. The arrangements should be reviewed regularly, at least every two weeks until the DBS Disclosure is received.

Where an employee has started work pending clearance of their DBS check, HR will cease to pay any employee within 4 weeks if they do not have DBS clearance. The ESC will contact schools and ask them to send the employee home and explain that they cannot continue to work and they will not be paid. A letter will be issued explaining this to the employee.

Where a DBS Disclosure subsequently indicates cause for concern, the member of staff must be withdrawn from the school pending further enquiries.

SUPPLY STAFF

Schools have an over-riding responsibility to ensure that all staff, even those supplied by and Agency are safe to work with children. Schools must therefore have written confirmation from any agency used that the appropriate checks have been carried out and are satisfactory, before the person starts work. The school will not employ agency staff who do not have a DBS Disclosure.

In the rare instance, where a member of staff is coming to school for a session trial, if their DBS disclosure has not been received/cleared, they will be supervised during the whole session by a teaching member of staff.

Schools must see a copy of the DBS Disclosure in cases where the Disclosure contains information. Where the person has already started work and the Disclosure subsequently contains information, they must be withdrawn from the school pending further enquiries.

If the DBS Disclosure refers to the existence of information additional to what is on the face of the Disclosure, the supply agency cannot provide the school with a copy of that information. If the school wished to engage the person, they must carry out a repeat DBS Disclosure and not employ the person until that is received.

Schools must ensure that the contract or arrangement with the Supply Agency imposes an obligation on the agency to carry out the same checks as schools themselves. For schools using Cheshire Supply, these obligations form part of the contract specification.

In addition, when a school uses a teacher or other worker supplied by an agency, they must check that the person who comes to them is the person referred by the agency by carrying out a photographic identity check.

Where supply or casual staff are employed directly by the school, the school must complete all relevant checks as for other staff.

Schools must record whether checks have been carried out on supply staff provided by an agency and those directly employed on the Single Central Record. To do this, the school must have written confirmation from the supply agency that it has satisfactorily completed the required checks.

SINGLE CENTRAL RECORD

In addition to the various staff records which are kept as part of normal school business, schools must maintain a single central record of recruitment and vetting checks.

This must cover:

- all staff employed to work at the school
- all staff employed as supply staff whether employed directly by the school or through an agency
- Volunteers
- Governors
- Any person brought into the school to provide additional teaching or instruction to pupils but who are not staff members e.g. specialist sports coaches or artists

The central record must indicate that all relevant checks have been completed, the date on which this was done and who undertook the check.

A pro forma for a single central record is included at Appendix 15

Information disclosed as part of a DBS Disclosure must be treated as confidential. It is an offence for DBS Disclosure information to be passed to anyone who does not need it in the course of their duties.

CONTRACTORS AND OTHER NON STANDARD ARRANGEMENTS

Building Contractors

Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with pupils. However schools should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with pupils do undergo appropriate checks and are aware of the boundaries of their contact with pupils. For contracts let centrally by the County Council, appropriate safeguards will be included in the contract letting process.

PFI and other contractors

PFI contract staff e.g. caretakers and catering staff, will be checked by the contractor in the same way as school employees. Such a requirement forms part of the contract. The outcome of such checks must be notified to the local authority. The contractor is responsible for ensuring the same procedures are followed by any sub contractors.

Other public sector staff

Individuals such as psychologists, nurses, dentists and centrally employed teachers will have been checked by their employing organisation. It is not necessary for schools to see their DBS Disclosures as appropriate checks will have been carried out. Schools will however want to check identity when an individual arrives to ensure imposters do not gain access to children. Such checks should include some form of photo identity.

Applicants for teacher training courses

For applicants for initial teacher training, the initial teacher training provider should ensure that an enhanced DBS Disclosure is applied for when a place at a teacher training institution has been accepted, so that Disclosures are received prior to the trainee commencing school based elements of their training. However head teachers have discretion to allow an individual to begin work in school pending receipt of the Disclosure. Where this is necessary, the individual must be appropriately supervised by a senior member of staff.

INDUCTION

There should be an induction programme for all staff and volunteers newly appointed in a school, including teaching staff, regardless of previous experience. The purpose of induction is to;

- provide training and information about the establishment's policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities;
- enable the person's line manager or mentor to raise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme should include information about, and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti bullying, anti racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures;
- safer practice and the standards of conduct and behaviour expected of staff and pupils in the establishment;
- how and with whom any concerns about those issues should be raised; and,
- other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.

The programme should also include attendance at child protection training appropriate to the person's role.

MAINTAINING A SAFER CULTURE

Schools should be conscious of the need for continued awareness of safeguarding issues beyond the recruitment process.

It is important that all staff in a school have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

VOLUNTEERS

Many parents and other volunteers help regularly in the classroom and with other activities associated with schools. Some will require a DBS Disclosure because of the frequency of their volunteering activity and the contact they have with children. (Regular activity is once per week or 4 times per month)

Volunteers are seen by children as safe and trustworthy adults, and if a school is actively seeking volunteers, and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. All adults working within schools must wear ID badges and sign in and out each day. Anyone within school without a badge must be reported to a member of staff immediately. Children know to inform an adult if they see anyone without a badge and not to approach them.

In some instances, for example where a volunteer takes on a particular role, the following procedure should be adopted

- seeking references,
- checking to ensure others in the school community know of no concerns
- confirming that the volunteer can make a positive recommendation,
- conducting an informal interview to gauge the person's aptitude and suitability,
- undertaking DBS check.

In other circumstances, e.g. where a volunteer's role will be "one - off" - accompanying teachers and pupils on a day outing, helping at a concert or school fete, those kind of measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. Where volunteers recruited by another organisation work in a school, e.g. sports coaches from a local club, the school should obtain assurance from that organisation that the person has been properly vetted and DBS information must be provided prior to the commencement of the role.

Head teachers should obtain an enhanced DBS Disclosure where the volunteering is regular and involves contact with children. The DfE definition of "regular" is where there will be contact 4 or more times in a 30 day period, or once a month or more or overnight. Head teachers need to make a risk assessment and use their professional judgment in deciding if a DBS Disclosure is necessary. To help them they should consider:

- the duration, frequency and nature of contact with children
- what the school knows about the volunteer, including formal and informal information offered by staff, parents and other volunteers;

- whether the volunteer is known to the school community who are likely to be aware of behaviour that could give cause for concern;
- whether the volunteer has other employment, or undertakes voluntary activities where referees would advise on suitability; and
- any other relevant information about the volunteer or work they are likely to do.

Under no circumstances will a volunteer who has not obtained a DBS Disclosure be left unsupervised with children.

EXTENDED SCHOOLS

Governors need to be aware that they retain overall responsibility for ensuring that safe procedures are in place for any staff or volunteers involved in delivering extended services on the school site.

At Wolverham the Governing Body directly employs the staff, the school's normal arrangements for appointments, recruitment and vetting checks and record keeping apply.



APPENDIX 1

Recruitment and Selection Checklist

<i>PRE-INTERVIEW:</i>	<i>Initials</i>	<i>Date</i>
PLANNING		
<i>Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.</i>		
VACANCY ADVERTISED (where appropriate)		
<i>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be CRB checked.</i>		
APPLICATIONS on receipt		
<i>scrutinised - any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting</i>		
<i>Shortlist Prepared</i>		
REFERENCES - seeking		
<i>Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy</i>		
REFERENCES - on receipt		
<i>Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible)</i>		
Invitation TO INTERVIEW		
<i>Includes all relevant information and instructions</i>		
INTERVIEW ARRANGEMENTS		
<i>At least 2 interviewers: panel members have authority to appoint:</i>		
<i>have met and agreed issues and questions/assessment criteria/standards</i>		
INTERVIEW		
<i>Explores applicants' suitability for work with children as well as for the post</i>	<i>Initial</i>	<i>Date</i>
<i>N.B Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for CRB Disclosure</i>		
CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECK		

<i>offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period:</i>		
REFERENCES (if not obtained and scrutinised previously)		
IDENTITY (if that could not be verified straight after the interview)		
QUALIFICATIONS (if not verified on the day of interview'		
DBS - Where appropriate satisfactory DBS Disclosure received		
Disqualification check		
Children's Barred list check (person is not prohibited from taking up the post)		
HEALTH - the candidate is medically fit		
for teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS		
STATUTORY INDUCTION (For teachers who obtained QTS after 7 May 1999)		



APPENDIX 3

RECORD OF RESPONSE TO THE ADVERTISEMENT FOR THE POST OF

	Applicants Name	Address	Date applied for post	Date sent out	Media	Shortlisted Yes or No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



APPENDIX 4

PERSON SPECIFICATION

	<i>DESIRABLE CRITERIA</i>	<i>ESSENTIAL CRITERIA</i>	<i>HOW IDENTIFIED</i>
EDUCATION AND TRAINING		QTS GTC Membership NPQH (for Headships)	CERTIFICATES QUALIFICATION DOCUMENTS APPLICATION FORM
RELEVANT EXPERIENCE			APPLICATION FORM INTERVIEW
GENERAL AND SPECIFIC KNOWLEDGE AND SKILLS		<ul style="list-style-type: none"> Ability to safeguard and promote the welfare of children and young people 	APPLICATION FORM INTERVIEW PRESENTATION
SCHOOL SPECIFIC			



APPENDIX 5

Wolverham Primary & Nursery School
Milton Road
Ellesmere Port
Cheshire
CH65 5AT
Tel: 0151 338 2242

head@wolverham.cheshire.sch.uk
admin@wolverham.cheshire.sch.uk

Website - www.wolverham.cheshire.sch.uk

Date:
Name and address:

Headteacher: Mrs T Webb BA (Hons Primary) QTS NPQH)

Dear

We have been given your name as a referee for _____. I would be very grateful if you could complete and return this request for reference as soon as possible.

Please note that under the Schools' Personnel Information code of Practice, employees are entitled to have access to references', although steps will be taken to protect the identity of third parties including the author of the reference.

NAME OF SCHOOL:

REFERENCE FOR:

Name:

Post of:

PROVIDED BY:
(Please print)

JOB TITLE:

SECTION 1

1. How long have you known this person?
2. In what capacity: (please tick)

As an employee reporting to me:
 As a current/post work colleague (please specify):
 As a fellow member of a professional association:
 As a friend / socially:
 Other (please specify):

3. Dates of employment with you which this candidate stated are:-

From: To:

Please confirm that these dates are correct

4. Please state the reason the employment ended.
5. Please indicate the nature and level of their position:
6. Would you re-employ him / her Yes No
7. If no, please give details:
8. With regard to the requirements of the post as detailed in the job description and person specification enclosed, would you please comment on the following areas?

The applicant's strengths:	
The applicant's areas for development:	
The applicants skills / competencies:	

9. Has the applicant ever been subject to capability proceedings
 Yes No

10. If yes, please provide details and state relevance to position applied for.

SECTION 2

11. Has the applicant been subject to any Child Protection investigations, any disciplinary cases involving issues relating to the safety and welfare of children (current or expired) or any allegations or concerns raised concerning the safety and welfare of children.

*Cases in which an issue was satisfactorily resolved, or an allegation was determined to be unfounded **and** there were no issues of concern about the employees behaviour are not likely to cause concern. However more serious or recent concerns, issues which were not satisfactorily resolved or a history of repeated concerns or allegations should be disclosed.*

Yes No

12. If yes, please give details

13. Has this person ever been disciplined for other matters whilst in your employment?
 Yes No
14. If "YES", what was the nature of the offence(s)?
15. Does your organisation have a policy on expunging disciplinary records from personal files?
16. If "YES", after what periods of time?
17. Can you confirm whether or not, under the provisions of child protection, a CRB check has been carried out and received by your organisation?
18. Since the post is considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1986), it would be in order for you to reveal any information you have about any convictions received by this person. Please provide any information you have.
19. If the applicant has worked with a vulnerable group have you made a referral for misconduct or possible barring to the Independent Safeguarding Authority or a Government Department? Please give details:

SECTION 3

20. How many days absence has this person taken in the last year? days
21. Over how many occasions during the year was this?
22. please supply a copy of this person's detailed sickness record.

I am obliged to remind you that you have a responsibility to ensure that the information is accurate and does not contain any material misstatement or omission. Please also note that relevant factual information may be discussed with the applicant.

Thank you very much for your assistance in this matter. It is much appreciated.

SIGNED:

ORGANISATION:

POSITION IN
ORGANISATION:

DATE: (dd/mm/yyyy)



APPENDIX 6

**TO: All members of the selection panel at
Wolverham Primary School**

Date

PERS/

Name

Tel:

Dear Governor

Wolverham Primary School

..... **SHORTLISTING**

You will be aware that the shortlisting meeting for the post of ???????? is to take place at (time), on (date) at..... (venue).

Enclosed for your information are copies of all applications received in response to the advertisement, together with a copy of the further details, the Person Specification, a Shortlisting Decision Summary Form and a Schedule of Applicants.

I must remind Governors of the need for complete confidentiality throughout the appointments process.

You must declare an interest if you have a relationship with any of the applicants which could be seen to prejudice a fair outcome.

If you require any further assistance at this stage then please contact Dave Williams on the above telephone number.

Yours sincerely

Mrs T Webb
Headteacher

Copy:

Primary Adviser



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Website - www.wolverham.cheshire.sch.uk

APPENDIX 8

Headteacher: Mrs T Webb BA (Hons Primary) QTS NPQH)

PRIVATE & CONFIDENTIAL
County Personnel

Date 20/10/2017

Our Ref ES1/JTW

Your Ref

CONFIDENTIAL – PLEASE NOTE THIS IS NOT A REFERENCE REQUEST

Dear Sir/Madam

The governing body of (*School*) has informed the Local Authority that they are considering shortlisting (*Name and Post held*) at (*School*) for the post of (*Head teacher /Deputy Head teacher*) of their school.

In line with the code of practice: LEA – school relations, February 2001 *and safer recruitment* ; we have been asked to notify the governing body if the Local Authority has concerns related to the above named person which would make them unsuitable for the post.

I would be very grateful if you could inform me of any concerns within the next few days. If there are no problems you could ring or email me, otherwise I would be pleased if you could supply me with information to show unsuitability before the intended interview date which is (*Interview date in particular if there have been any disciplinary issues or allegations or concerns expressed in relation to the safety and welfare of children and young people*). Please note this not a reference request. Should the candidate be short listed a formal request will be sent later.

Many thanks for your help in this matter.

Yours sincerely

for County Personnel Officer
Phone: 01244 602903
Email: jill.weare@cheshire.gov.uk
Fax: 01244 602603

APPENDIX 9

Wolverham Primary School



MINUTES OF A MEETING OF THE SELECTION PANEL TO AGREE SHORTLISTING AND INTERVIEW ARRANGEMENTS FOR A HEADTEACHER/DEPUTY HEADTEACHER FOR WOLVERHAM PRIMARY AND NURSERY SCHOOL HELD AT _____ ON _____

Present: (Chair of Selection Panel)

In attendance: (Adviser)
(Governance Team Representative)

PART TWO

1. SHORT-LISTING

Consideration was given to the applications received and candidates were selected for interview by matching to the person specification.

RESOLVED: that the following candidates be invited for interview:

2. INTERVIEW PROCESS

Consideration was given to the interview process and various options were discussed.

RESOLVED: **that the following process and options were agreed**

3. INTERVIEW AND RATIFICATION ARRANGEMENTS

The detailed arrangements for the interviews, ratification and candidates visits were discussed. The times for interviews were allocated by _____.

RESOLVED: a) that candidates be asked to attend for interview on at the following times:

-
-
-
-

- b) that the candidates be invited to visit the school on at to meet with the staff and governors;
- c) that the questions discussed be finalised by the LA Adviser and circulated to the Selection Panel;
- d) that the Selection Panel should meet at prior to the first interview to allocate questions and finalise details for the day.
- e) that a ratification meeting be held on at(time) to confirm the decision of the Selection Panel

Signed.....CHAIR OF SELECTION PANEL

Dated.....



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Website - www.wolverham.cheshire.sch.uk

APPENDIX 10

Date

Headteacher: Mrs T Webb BA (Hons Primary) QTS NPQH)

Dear ,

WOLVERHAM PRIMARY SCHOOL APPOINTMENT OF

On behalf of the Governors I am pleased to invite you for interview on

.....
at The interviews will be held at Please report to the reception
when you arrive. A map is enclosed.

*(You are invited to **make a presentation, which should last no more than ten minutes, to the Governors on the following subject***

The presentation will be followed by your formal interview and you will not be required for the rest of the day. The Chair of the Selection Panel will contact you, later that day, with the result of the interview.)

Nb. The above paragraphs or similar may be included for particular posts

The job for which you are applying is subject to a criminal background check. It will be necessary, therefore, for you to produce proof of identity at the interview. Please complete the Identification Evidence Form enclosed and hand it to the recruiting panel / officer / Headteacher, with the original documents required. These will be returned to you.

You will also be required to bring proof ofQualifications....GTC membership..

Candidates are invited to visit the School on(date) at(time).

In accordance with the County Council's equal opportunities policy would you please let me know if you have any special needs so that suitable arrangements can be made for your attendance at interview.

The Governing Body has agreed to pay travelling expenses, as outlined on the back of the enclosed claim form. If you wish to claim please complete and return the form to me at the above address.

Please confirm your attendance at the interview by (date) by telephoning on the above number..

Yours sincerely



VERIFICATION OF QUALIFICATIONS OF

POST TITLE _____

Qualifications and Documents e.g. Degree, NPQH, Passport etc			
Documents	Seen by	Document numbers	Date
Passport/Marriage Certificate			
Birth Certificate/Driving Licence			
2 x Recent Bank Statement/Utility Bill with address			
Qualifications QTS/NPQH etc			

I can confirm that I have seen and checked the certificate(s) above as proof of qualification(s) for the named candidate. The certificate(s) were originals and in good condition.

Name of the verifying officer:

Signature of verifying officer:

Date:



APPENDIX 12 Interview Assessment Form

Name of Candidate:

Title of Post applied for, grade and Salary:

Location of Post:

Interviewing Officers:

Nb. Appointing officers/panels should ask questions which enable them to ensure that all candidates meet the requirements of the post including the ability to safeguard and promote the welfare of children and young people.

	QUESTIONS	EXPECTED RANGE OF RESPONSES	COMMENTS ON RESPONSES	SCORE 0-5
1				
2				
3				

SUMMARY:



APPENDIX 13

..... PRIMARY SCHOOL

MINUTES OF A MEETING OF THE SELECTION PANEL TO APPOINT A HEADTEACHER/ DEPUTY HEADTEACHER FOR PRIMARY SCHOOL HELD AT ON

PRESENT: (Chair of Selection Panel)

IN ATTENDANCE: (Adviser)
..... (Governance Team Representative)

PART TWO

1. INTERVIEW ARRANGEMENTS

The Selection Panel met prior to the interviews to agree the questions and areas to be covered by individuals. Members of the Panel had a sheet of the agreed questions for each candidate on an interview assessment form to enable them to record responses and their comments.

2. INTERVIEWS

Candidates were seen in the following order:

Time	Name
-
-
-

The candidates were asked to give a **presentation**. The **presentation** was followed by questions of clarification and then a formal interview using the questions previously agreed.

After the final interview the Senior Phase Adviser summarised each candidate's application and the Selection Panel then discussed the candidates by reference to the person specification and their individual interview assessment forms. The confidentials for the recommended candidate for appointment were made available to the Selection Panel.

RESOLVED: that (name) be recommended to the full Governing Body for the appointment of Head Teacher with effect from (date), on a starting salary equivalent to LG

Signed..... CHAIRMAN OF SELECTION PANEL

Dated..... ES1P/225

APPENDIX 14



.....PRIMARY SCHOOL

MINUTES OF A MEETING OF THE GOVERNING BODY HELD AT ON
.....

PRESENT: (Chair of Governors)

IN ATTENDANCE: (Area Representative)

PART TWO

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from

2. RATIFICATION

The governors considered the recommendation from the Selection Panel and following a vote it was

RESOLVED: that(name) be appointed as Head Teacher with effect from (date), on a starting salary equivalent to LG

Signed CHAIR OF GOVERNORS

Date

APPENDIX 15



Single central record of recruitment and vetting checks pro-forma

Identity				Qualification		List 99	CRB
Name	Address	Date of Birth	Evidence & date	Qualification required: Yes/no	Qualification Evidenced & dated	Check Evidence	Check evidenced & date

More information can be found in the DfE guidance to all schools on this link –

http://www.cccnet/Services/Corporate/Personnel/Education/CSPIS/CRB/OFSTED_Report_0606/Letter%20to%20schools%20on%20record-keeping,%20070706.pdf